

**Supplemental Questionnaire**  
**SECRETARY, FG-0318-05 or 06 or 07**  
**Department of Transportation**  
**Federal Aviation Administration**  
**Mike Monroney Aeronautical Center**

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**Section 1: Qualifying Experience, Education and Proficiency**

1. From the descriptions below, circle the letter corresponding to the statement that most clearly and accurately describes your education and/or experience to qualify for a Secretary. Circle only one letter.
- A. I have successfully completed four years of education above the high school level. This education was obtained in an accredited business, secretarial, or technical school, junior college, college, or university  
OR  
I have at least 1 year (12 months) of specialized experience which is equivalent to the FG-4 level in the Federal service. I worked in a clerical or secretarial position and performed the following types of duties: Reviewed outgoing correspondence for grammatical, typographical and procedural accuracy; received visitors and phone calls and directed them to the appropriate staff; maintained a calendar and scheduled appointments and meeting for my supervisor, as directed; received incoming correspondence and distributed it to appropriate staff; maintained the office file plan and filed documents accordingly; maintained timecards and other employee information; ordered office supplies and equipment; and, typed correspondence, reports, and similar material.  
OR  
I have a combination of post-high school education and specialized experience. To compute this, determine your education as a percentage of the education required for the FG-5 level; then determine your experience as a percentage of the experience required as described above; then add the two percentages together. The total percentages must equal at least 100 percent to qualify. Only education in excess of the first **60 semester hours** is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) **beyond the second year** is equivalent to 6 months of specialized experience.
- B. I have at least 1 year (12 months) of specialized experience which is equivalent to the FG-5 level in the Federal service. I worked in a secretarial or administrative support position and performed all the types of work described in A above. In addition, I also performed the following types of duties: Responded personally to requests for information and drafted replies to correspondence which did not require technical program expertise; made travel arrangements for my supervisor, including transportation, hotel reservations, and administrative contacts with officials to be visited; prepared and submitted travel vouchers at completion of travel; researched files and documents to provide information to supervisor; collected and prepared data for various reports, as needed; assisted supervisor in assembling pertinent material for staff meeting; and, took notes at staff meeting and prepared final draft for supervisor's approval.
- C. I have at least 1 year (12 months) of specialized experience which is equivalent to the FG-6 level in the Federal service. I worked as a secretary or administrative assistant and performed all the types of work described in A and B above. In addition, I also performed the following types of duties: Served as a confidant in handling sensitive information and documents; maintained supervisor's calendar with complete authority for commitment of time by establishing priorities, scheduling or refusing appointments, and accepting or declining invitations, on my own initiative; established suspenses and followed up on projects and assignments from meeting and conferences; exercised a comprehensive knowledge of supervisor's views and policies on all significant matters

affecting the office, so that I could represent him/her accurately; arranged conferences and meeting, and, provided input in the development of office procedures and practices to be used by administrative/clerical staff.

- D.** I do not have specialized experience described above, but I believe I can perform the duties of this position.

**2. Can you type at least 40 or more words per minute?**

- A.** Yes  
**B.** No

**3. Can you take dictation at 80 or more words per minute?**

- A.** Yes  
**B.** No

**Section 2: Specialized Experience**

**For each of the following statements, circle the letter for the response that most accurately describes your level of experience in performing the task described, using the table below. Circle only one letter for each statement.**

- A - I have had no experience or training in this.**  
**B - I have had education or training only in this, but no experience.**  
**C - I have occasionally performed this task under close supervision.**  
**D - I frequently and independently performed this task under normal supervision.**  
**E - This task was/is a major part of my job, and I am considered an expert performing it.**

Circle the appropriate letter.

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|--|----------|----------|----------|----------|----------|
| 4. Maintain appointment calendar.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 5. Make travel arrangements.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 6. Submit travel voucher upon completion of trip ensuring that necessary documentation and receipts are provided.      | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 7. Arrange for conferences including such matters as the location, schedule, agenda, and attendance list.              | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 8. Schedule staff meeting.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 9. Receive calls personally, taking care of routine matters on the basis of knowledge of the programs or operations.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 10. Greet visitors personally, taking care of routine matters on the basis of knowledge of the programs or operations. | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 11. Reply independently to routine correspondence.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 12. Review all outgoing correspondence for procedural and  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |

grammatical accuracy, conformance to policies, factual accuracy, correct computations, and ensure that it has been coordinated with appropriate parties.

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|---|----------|----------|----------|----------|----------|
| 13. Type correspondence.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 14. Take minutes of staff meeting and arrange in final draft for approval.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 15. Assemble and summarize information from office files.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 16. Research files to collect information to be used in correspondence, as background material for meeting, or in responding to written or oral requests. | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 17. Maintain time and attendance records.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 18. Provide advisory services to the office for such activities as the saving Bond Program and Combined Federal Campaign.                                 | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 19. Requisition office supplies, equipment, publications, and forms.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 20. Monitor equipment and supply budget for the office by maintaining automated systems for tracking expenditures of funds throughout the year.           | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 21. Assist in devising office procedures and practices to be used by secretaries/office administrators.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 22. Assist in the planning for training on administrative topics.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 23. Serve as resource on information pertaining to directives, reports, correspondence, and telephone procedures.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 24. Establish official subject-matter files.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 25. Assume file maintenance on an on-going basis.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 26. Provide guidance to lower level employees on specific tasks.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 27. Use an electric typewriter.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 28. Use personal computer.  | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 29. Use various types of word processing software on a personal computer.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |
| 30. Use various types of spreadsheet programs on a personal computer.   | <b>A</b> | <b>B</b> | <b>C</b> | <b>D</b> | <b>E</b> |

**I certify that, to the best of my knowledge, all the information provided on this form is true, accurate, and complete.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date